Online Registration of Channel Partner/New Entrepreneur

Precautions: Please do not start to submit entry or make calls to MNRE without reading these guidelines. All procedures are clearly explained. Still you have doubt you are free to contact us.

Procedure

Login as : guest

Password: Guest@123

- Fill the form correctly
- Upload relevant documents
- Download self-certification & Print it in letter head
- Upload scanned copy of the signed self-certification in the letter head
- Click on the email verification link received in your email
- Print the copy of the submitted form and forwarding letter (in letter head) and uploaded self-certification

Once you login you will get the following screen.

http://223.31.33.76/public/spin-grid/public/
SPIN - Ministry of New and ...
Ministry of New and Renewable Energy
SPIN - An online application on Solar Photovoltaic Installation
(Grid-Connected Rooftop)
Empanelled Agency Registration
New Agency Registration
Resend Email
Contact us
Logged in as : guest (Guest User)
14-09-2015 12:34:06, Logout
Welcome to SPIN - An online application on Solar Photo Voltaic Installation
Developed by National Informatics Centre (NIC)
Copyright © 2014 - 2015
Search the web and Windows
12:33 PM
14-Sep-15

As you are new agency for online registration you have to select '**New Agency Registration'**

You will now the following screen.

Guidelines: Read the guidelines

Help for Registration: This document

Apply: The option for registration (Fill the form)

Upload Documents: Here you can upload all the document required

Print Documents: For printing the documents to be forwarded to MNRE physically

Explanation of parameters in the form

Parameter	Explanation
Category	Channel Partner / New Entrepreneur / Govt. Agencies
Name of the Agency	Here you enter the name of the Agency only. Here avoid any special character in the name. However name should not be differ from that is registered.

Contact Person Name	Authorized official who will deal with MNRE for all future correspondence
Public Contact Name	This is the contact person for the public. Both may be same.
Email	This is the official email and all communications from MNRE will send to this email. You cannot modify this email.
Public Contact Email	This is the email used for all communications from the public.
Mobile – Official	This is the mobile number of the official contact person. All SMS will be sending to this mobile from MNRE. You cannot change this mobile
Mobile – Public	This is the mobile used for all communications from the public.
Address	Address of the Company
State	Select the State
District	Select the District
Website	Website of the company
Land Number	Land Number with STD code
Fax	Fax number with STD code
Name of the Registering Authority	The name of the Registering Authority where you registered your company
State – Registering authority	Here select the state where you registered your company
Date of Company's registration	Date on which company Registered
PAN	Permanent Account Number – a mandatory field
Company Registration Number CIN/LLP No	If it is a company enters the registration number of the company issued by ROC. If it LLP (limited liability Partnership) enter that number.
Rating Agency	Here select the agency where you get the rating for the company
Rating received	Select the rating received for your company
Rating Received date	This is the date when you get the rating or the validity of the rating starts
Experience in SPV (Off-grid and Grid-connected)	Small description (You have to upload details in a single page through upload option)
Total capacity of the project installed in kWp	Here your enter total kWp installed so far
No of projects	Total number of projects installed so far

Total capacity(kWp) under implementation	Total capacity of the project under implementation in kWp
No of projects	Number of projects under implementation
Any other experience in the field of power	Here also a briefing of other experience in power. You have to upload the details in a page through upload option
Services	Select any number from the options given

Once you enter correctly, double check it and then submit. You will get a submission code at this point. The copy of the submission code will also send to the registered mobile and email. **You have to keep the number safely for future use**. Also a verification link will be send to your email. You have to click on the email link for verification to proceed further.

Upload relevant documents

You have to upload different documents based on the category. All documents to be uploaded in PDF format only. While scanning select the resolution in such a way that size should not exceed 100KB. All documents are supposed to contain only one page. If you face any problem in uploading the documents then you should scan the same document in a different machine and try. If the PDF is not created properly, it is not possible to upload the file.

<u>If you are Channel Partner then the following documents to be uploaded</u>

- Company Registration Certificate
- Permanent Account Number (PAN)
- Rating Certificate
- Value Added Tax (VAT)
- Tax Index Number (TIN)
- Experience in SPV
- Experience in power
- Audited Statement for any three years
- Signed copy of the self-certification printed in your letter head

<u>If you are New Entrepreneur the following to be uploaded</u>

- Company Registration Certificate
- Permanent Account Number (PAN)
- Value Added Tax (VAT)
- Tax Index Number (TIN)
- Experience in SPV
- Experience in power
- Qualification (Engineering background)
- Audited Statement for any three years
- Signed copy of the self-certification printed in your letter head

If you are Govt. Agency the following to be uploaded

- Registration Certificate
- Permanent Account Number (PAN)
- Value Added Tax (VAT)
- Tax Index Number (TIN)
- Audited Statement for any three years
- Signed copy of the self-certification printed in your letter head

When you upload the documents take care to upload one by one. After proper entry and submission download self-certification page and take a print out in your letter head, sign it, scan it and upload again as above. Once you uploaded the self-certification, it is assumed that everything required for the registration has completed.

Resend Email

If you have not received the email then there is an option to **RESEND THE EMAIL**. Here give the submission code then another email will be sent your email and verify it by clicking the link. No need to use this option quickly as in some case email will take some time to reach your email. Without completing the email verification you cannot take the print.

Now take the print out of the forwarding letter in your letter head, the form submitted and copy of the uploaded self-certification.

Final Procedure

Take the print out of the forwarding letter, submitted form and the self-certification uploaded, through '**Print documents'** and dispatch to MNRE in the following address

Dr. A K Tripathi
Sr. Director
Grid Connected Rooftop Division
Ministry of New and Renewable Energy
Block-14, CGO Complex,
Lodhi Road,New Delhi-110 003, India.

Once the application received in MNRE, officials will process your application online and get it approved. When it is approved by the committee then you will get the user name and password for login to the SPIN software. Further guidelines will be available in SPIN.

File No. 5/22/2013-14/RT
Ministry of New and Renewable Energy
(Grid Connected Solar Rooftop Power Division)
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Block 14, CGO Complex
Lodhi Road, New Delhi-110003.
Dated: 16.09.2015

Subject: Applications for Empanelment of Channel Partners/ New Entrepreneurs/ Govt. Agencies- Online submission only

The Ministry of New and Renewable Energy (MNRE) is implementing a "**Grid Connected Rooftop and Small Solar Power Plants Programme**" in the Country. Ministry had published the operational guidelines for the Channel Partners/ New Entrepreneurs vide no 5/22/2013-14/RT Dated 08.07.2015.

Now the process of application for empanelment has been made completely online. Interested eligible organizations may submit application online only as follows.

[A] Online Submission

- Go to the bottom of the home page of mnre.gov.in
- Click on SPIN icon in the bottom of the website.
- Further select Grid-connected Rooftop
- Login with (Username: guest and Password = Guest@123)
- From the menu select **New Agency Registration**
- **Read the help document**
- Click on Apply and fill application details

[B] Submission of application (Physical Copy)

- Print the following document on the letterhead of the company
  i. Forwarding letter ii. Submitted form iii. Self-certification
- Send to the Ministry

2. Offline applications will not be entertained/ accepted.

3. Applications can be submitted anytime. However it will be considered once in a month due last week of month by a duly constituted committee and the approval will be granted online in the first week of next month.

Dr. A K Tripathi
Sr. Director
Grid Connected Rooftop Division

Ministry of New and Renewable Energy
Block-14, CGO Complex,
Lodhi Road,New Delhi-110 003, India.

Contact Details.

- **FOR ANY CLARIFICATION REGARDING THE MESSAGE RECEIVED ON MOBILE OR EMAIL REGARDING NOT APPROVED OR THE QUERY ABOUT USER NAME AND PASSWORD PLEASE contact Scientist C 011-24360707 extension 1054**
- For any help related to the subject you may contact **011-24363035 (Director or Scientist C)**
- For any help related to the software / web site you may contact **011-24361891 (Technical Director, NIC)**